

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3417 **TITLE:** LIBRARY REGIONAL MANAGER **GRADE:** S-29

DEFINITION:

Under direction, as manager of a library region to plan, direct and coordinate the services and activities of regional, community, and neighborhood libraries, outreach vehicles, and any special services within a region; and to perform related work as required.

TYPICAL TASKS:

Plans, directs and coordinates all public service library operations within an assigned region;
Develops, authorizes, and continually appraises procedures, plans, and objectives for library branches within the region to ensure compliance with established goals, policies and procedures;
Assists branch staff in preparing an annual budget request and monitors expenditures for compliance with budget limitations;
Formulates and submits budget package for the region;
Recommends the selection and promotion of subordinate staff;
Coordinates and appoints regional materials selectors;
Sets performance standards and evaluates performance of head librarians within the region;
Assists in evaluating branch staff with regional responsibilities and reviews the evaluations of region staff;
Works with Associate Director for Library Operations on personnel issues and problems;
Schedules staff of the regional and satellite branches for the Sunday program;
Provides or arranges for training as required;
Works at public service desk to maintain familiarity with branch public service operation;
Participates in the development of policies and procedures for Library Operations;
Exchanges information and coordinates activities with other regional managers, analyzing and discussing operating programs and problems;
Attends regional and head librarian meetings;
Holds periodic meetings of head librarians within the region;
Communicates regularly with administration regarding operation of the region;
Prepares activity and special reports as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of principles and practices of administration and professional library science;
Thorough knowledge of statistics and budget preparation;
Ability to prepare a variety of reports;
Ability to conduct meetings and incorporate group dynamics;
Ability to develop and implement policies and procedures;
Ability to analyze problems and develop solutions;
Ability to communicate effectively, both orally and in writing;

CLASS CODE: 3417

TITLE: LIBRARY REGIONAL MANAGER

GRADE: S-29

Page 2

Ability to develop and maintain cooperative working relationships with professional and clerical staff and with the general public.

EMPLOYMENT STANDARDS:

Graduation from college with a Master's degree from an accredited library school and four years of professional library experience, with two years in a supervisory capacity.

NECESSARY SPECIAL REQUIREMENT:

Possession of a certificate issued by the Virginia State Board of the Certification of Librarians.

APPROVED: October 25, 1982

1046O